**Guidelines and registration for use of laboratory equipment for scientific research purposes**

1- Each laboratory supervisor is responsible for training the authorized technicians to use equipment as necessary according to the supervision schedule and in a way that preserves the equipment and complies with the policies and regulations applicable within the laboratory.
2- The technician must ensure that safety and security measures are in place within the laboratory.
3- The supervisor and technician must ensure that there are operation, maintenance, and equipment usage forms for each instrument in the laboratory.
4- Anyone who wishes to use an instrument must inform the laboratory supervisor of the required date and time to ensure that the device is available, and this shall be done by completing the form found on this link: https://forms.gle/9n8jUFsR9JxAzkGh9
5- The time and date are to be recorded on the usage form for each instrument via the laboratory technician.
6- The supervisor shall provide technical guidance on equipment operation as well as accompany the beneficiary (faculty member/student), if he is competent in using instrument.
7- No student is allowed to use the designated research instruments except with the approval of their supervisor and under their responsibility. The form found at the above link also must be completed and a specialized technician must be present.
8- The user shall commit to upholding instrument usage protocol in accordance with the form found in the device files.
9- If any malfunction occurs during instrument operation, the user shall record the malfunction and inform the laboratory supervisor and technician immediately. He shall also stop using the instrument until the problem is resolved. If the supervisor and technician are not informed of the problem or if the problem is caused by misuse, the supervisor shall send a letter to the Equipment and Laboratories Committee describing the incident, which in turn shall take the necessary actions.
10- After operation of the equipment is completed, the instrument shall be turned off and everything returned to its original state, all in coordination with the technician.
11- The laboratory supervisor and technician are not responsible for drawing any conclusions or interpreting results, rather their role is only to provide access to the device, either by the competent user or by the technician.
12- The lab technician is responsible for conducting periodic maintenance and calibration of lab equipment, ensuring they are ready for use, all under the supervision of the lab supervisor.
13- The technician shall coordinate with the supervisor to submit the annual operating requirements for the equipment of the lab he supervises, which is to be done at the beginning of each year.
14- Each department is responsible for raising awareness among its staff about the need to comply with all relevant regulations and rules regarding the use of lab equipment.
15- Users must comply with these regulations, and the Lab Equipment and Facilities Committee must monitor and take appropriate action to ensure there are enforced without violating the rules, regulations, and standards applied within the university.
16- These regulations should be disseminated to graduate students and their academic supervisors and graduation project supervisors before starting lab experiments.

**Lab Equipment and Facilities Committee**
**Faculty of Science**
**1444 H**